

# INFECTIOUS DISEASE CONTROL POLICY

## I. OVERVIEW

Triple J Enterprises will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Triple J Enterprises that employees and customers are safe within the workplace and that the Company is able to deliver essential services to the community.

This policy represents Triple J's intention to set forth protocols and requirements that the Company will enforce to protect employees and reduce the risk of spreading COVID-19 in the workplace.

**Triple J Enterprises realizes that federal and local government protocol may supersede provisions of this policy. As such, Triple J is committed to ensuring full compliance with the law and/or government mandates.**

## II. INDIVIDUALS COVERED BY THIS POLICY

This policy applies to all employees, applicants, contractors, visitors, and other third parties in connection with the Company's workplace.

## III. EMPLOYEE RESPONSIBILITIES

Each employee has a responsibility to prevent the spread of COVID-19. This includes adhering to the recommendations issued by the CDC and/or the local government for reducing the spread of COVID-19. Additionally, this policy requires the following actions be taken to reduce the spread of COVID-19 in the workplace:

### A. Employee with confirmed or suspected COVID-19

- Employees who have symptoms (i.e. fever, cough, or shortness of breath) should notify Human Resources immediately or as soon as practicable, and should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- If an employee becomes ill with COVID-19, they must notify Human Resources immediately or as soon as practicable and should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

**B. Employees with Direct Exposure to a person confirmed or suspected with COVID-19**

- Employees must notify Human Resources immediately or as soon as practicable, even if they are well, if they have direct exposure to a close family member or friend, who has COVID-19.
- Direct exposure means being in a household or has had close contact (within 6ft.) with an individual with confirmed COVID-19. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.
- The Company may take action to limit the individual's potential for spreading COVID-19 by sending them home to quarantine for a period of 14 days.
- Employees should monitor their health on a daily basis to ensure they remain free of COVID-19.

**C. Employees with Indirect Exposure to a person confirmed or suspected with COVID-19**

Employees who have had indirect exposure with a person who has COVID-19 but remains asymptomatic will be required to adhere to the following protocol before and during their work shift:

- Daily Temperature Checks: Employees will be required to have their temperature taken daily and adhere to Company protocol if temperatures exceed 100°F.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of a manager.
- Wear a Mask: The employee will be required to wear a face mask at all times while in the workplace for 14 days after last exposure.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

If the employee with indirect exposure becomes sick during the day:

- Employee will be sent home immediately.
- The employee's workspace must be cleaned and disinfected.
- Information on persons who had contact with the ill employee, during the time the employee had symptoms and 2 days prior to symptoms, should be compiled. Others in the workplace with close contact (within 6 feet) of the employee during this time would be considered exposed.

Note: Employees may be required to obtain a medical certification providing that they no longer present a threat to other individuals in the workplace prior to being permitted to return to work.

#### **D. Employees Requiring Accommodations**

- If employees believe they may face particular challenges reporting to work during an infectious disease outbreak, they should take steps to develop any necessary contingency plans. (i.e. employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule).
- Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

#### **IV. EMPLOYER NOTIFICATION AND DOCUMENTATION**

The Company will take appropriate action to trace employee's contact with other employees once it becomes aware that an employee is positive with COVID-19. The Company may notify employees who had contact with the COVID-19 positive employee, but will not disclose the identity of the infected employee as part of this contact tracing process.

#### **V. WORKPLACE SAFETY**

Triple J will take necessary actions to provide a workplace free from serious recognized hazards.

**Cleaning and Disinfecting.** Triple J Enterprises will ensure the regular cleaning of areas that are frequently used, such areas as bathrooms, breakrooms, conference rooms to include frequently touched surfaces such as door handles, railings, tables, countertops, light switches, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Triple J will increase the frequency of third-party cleaning services as well as implement internal sanitation protocols for each division.

To protect employees from exposure to hazardous chemicals used for cleaning and disinfection, employees are required to read and comply with container labeling / warnings, safety data sheets (if applicable), and adhere to training provided by Triple J Enterprises.

**Cleaning and Disinfecting the Facility If Someone Is Sick.** Designated personnel will follow the protocol set forth below in order to protect employees and further contamination of the workplace.

- Close off areas used by the person who is sick.

- Open outside doors and windows to increase air circulation in the area, if possible.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect ALL areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, etc.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a person who is sick. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

## VI. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective equipment, including personal protective equipment shall be provided, used, and maintained in a sanitary and reliable condition in the workplace.

**Assessment.** Triple J will assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment and communicate selection decisions to each affected employee.

The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE; and,
- The proper care, maintenance, useful life and disposal of the PPE.

**Masks.** Employees must abide by local government mandating that both employees and patrons are to wear face masks while on premises. Triple J requires face masks as a business necessity where social distancing is difficult for customer facing employees, those identified as health screeners, and the disinfection team within each facility.

**Gloves.** The following employees are required to wear gloves while in the workplace and/or performing specific COVID-19 related duties:

- Restaurant employees
- Food handlers in Warehouse/Minimart
- Pump Attendants
- Health Screeners
- Employees performing the disinfection of common surfaces

**Employee-owned equipment.** Where employees provide their own protective equipment, the employee shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment. Where an employee provides adequate protective equipment he or she owns, the employer may allow the employee to use it and is not required to reimburse the employee for that equipment.

## **VII. PERSONAL HYGIENE**

Employees are required to practice proper hygiene in the workplace to engage in good hygiene practices while at work.

**Frequent Handwashing and/or Hand Sanitizing.** Employees are required to wash hands with soap and water whenever possible. If soap and water are not available, use a hand sanitizer with at least 60% alcohol. Triple J will provide hand sanitizing dispensers for employees and customers where hand washing is unavailable.

**Cover your cough.** Employees are asked to cover their mouth and nose when coughing or sneezing and immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth. Tissues should be discarded in the trash immediately.

## **VIII. HEALTH SCREENING**

All employees will be subject to screening/testing on a daily basis at the start of their shift or at a designated time. Employees may be asked questions about potential symptoms on a daily basis before an employee enters the workplace or if they have notified the Company that they are ill, to better determine if further action is necessary in the best interest of the employee and others in the workplace. These testing/screening procedures will be in place as long as deemed necessary by the Company.

**Temperature Checks.** Temperature screenings are justifiable under this “direct threat” standard where pandemic symptoms become more severe than seasonal influenza or where a pandemic “becomes widespread in the community as assessed by state or local

health authorities or the CDC. As such, Triple J will conduct daily temperature checks for all employees. Employees may be asked to seek medical attention if temperatures exceed 100°F and required to provide a medical clearance before returning to work.

## **IX. SOCIAL DISTANCING GUIDELINES**

In the event of an infectious disease outbreak, Triple J Enterprises may implement these social distancing guidelines to minimize the spread of the disease amongst the staff and customers.

- Employees should practice social distancing, and stay at least 6 feet apart from each other, when moving through the workplace.
- Provide 6-foot distance between chairs and workspaces, as well as provide markings for distancing for all lines/queues.
- Ensure seating in all waiting areas or gathering areas are properly distanced.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6ft. from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, copier rooms, breakrooms, or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
- Employees will be reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible.

**Outside activities.** Employees are encouraged, to the extent possible, to avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people. Further, employees are highly encouraged to follow all local guidelines and restrictions.

**Limiting Travel.** All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate

actions. Business-related travel outside the United States will not be authorized until further notice.

**X. COMMUNICATION**

Employees are highly encouraged to stay connected with their supervisors or managers during all phases of a pandemic. All communication channels will be used to keep employees abreast of all relevant information pertaining to business operations, restrictions, employee compensation and benefits. Employees with limited access to phone or email communications are encouraged to develop contingency plans during a crisis to stay informed.

**XI. DISCRIMINATION AND RETALIATION PROHIBITED**

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having COVID-19 or reporting potential exposure to COVID-19. However, the Company reserves the right to exclude a person with COVID-19 from the workplace if the Company finds that, based on relevant factors, such a restriction is necessary for the welfare of the individual with COVID-19 and/or the welfare of others within the workplace.

Any individual who believes that he or she has been wrongfully retaliated against or discriminated against for having COVID-19, reporting a potential exposure to COVID-19, exercising any rights under this policy, or for any other reason must immediately notify Human Resources.

**XII. CONFIDENTIALITY**

COVID-19-related diagnosis information, responses to questions about potential symptoms before returning to work, information regarding an employee's body temperature, or other medical information reported to the Company is treated as confidential information. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have undergone screening for, have been diagnosed with, or have been exposed to COVID-19. Every effort will be made to ensure procedurally sufficient safeguards are in place to maintain the privacy of individuals who have or have been exposed to COVID-19.

## **ATTACHMENT A**

### **Industry Specific Requirements – Hertz Guam**

The health & well being of our customers are important to us. To ensure safety , we are committed on providing our customers an enhanced cleaning of our facility and safety protocols are in place from the rental counter to the moment the key is dropped:

#### **Safety at the Rental Counter**

Wear a mask – Hertz Staff and customers are required to wear a mask upon entry in any Hertz' location in Guam.

Social Distancing – practice of physical distancing at least 6ft from other people in both indoor and outdoor spaces are observed. Signage is available reminding customers to keep their social distance.

Sneeze Guard – at the counter is to block the spread of germs between Staff & Customers.

Hand Sanitizers – Staff & customers has access to alcohol-based hand sanitizers.

Disinfectants – We use disinfectants to clean counter surface

#### **Safety in the Car**

Before every rental, staff use approved cleaning solution to the high touch points (steering wheel, shifters and door handles etc.) to help slow the spread of the virus.

Hertz Gold Members may skip the rental counter & go straight to their cars at the Main Office.

Customer Pick-up – Drivers are required to wear face mask & wind the vehicle's window's down after every completed trip to improve ventilation within the vehicle.

#### **To Stop the spread of germs –**

Daily Temperature Checks – Employees are required to have their temperature taken daily and adhere to Company protocol if temperatures exceed 100F.

Gloves & Alcohol Disinfectant Wipes are available for employees to clean surfaces & cars.

Employees are encouraged to wash their hands often, clean shared surfaces and equipment often. Avoid touching eyes, nose & mouth. Stay home when sick.

## OTHER

### Safety and Sanitation Campaigns

#### Stop the Spread of Germs

- Dispensers with CDC approved disinfectant were issued to all division manager/supervisor with instructions to sanitize frequently touched surfaces three times daily.
- Napkins/paper towels used to disinfect are to be thrown away, followed by washing of hands with soap and water.
- Third-party cleaning schedule was increased for all customer contact areas.
- Hand sanitizers (hand pump and sanitizer dispensers) were issued to all divisions.
- Masks were issued to all divisions in operation. Employee owned equipment permitted but monitored for proper use, maintenance, and sanitation.

Note: Supplies/refills provided by HR.

### Health Screenings – Temperature Checks

- Employees will be asked to review and acknowledge the waiver of liability related to having their temperature read to prevent the spread of COVID-19.
- At the start of every shift or at an appointed time, employees will check in with the designated representative have their temperature read to prevent the spread of COVID-19.
- If employees decline to take the test, please contact HR immediately.
- Temperatures of 99F-100F will be retested as necessary (15 mins or more). Please be sure that employees exposed to the elements or responsible for manual labor do not return to work, but rather, have them wait for a short period to regulate their temperature for a more accurate reading.
- Temperatures over 100F will be sent home immediately and asked to contact their physician to discuss symptoms and medical diagnosis.
- Employees will be asked to provide a doctor's clearance to return to work.
- For employees whose temperatures are below 99F, they are permitted to start their shift.
- Please ensure that all results are kept confidential.